
Subject: Change in Certification Periods

Effective Date: August 1, 2006

Revised from: October 1, 2004

Policy: Although certification periods are generally set as described in CRT 01.02.00 Certification Periods, the Kansas WIC program shall reserve the right to change certification periods in a variety of circumstances.

Reference: CFR §246.7(g)

Procedure:

1. If a pregnant woman's estimated due date changes after the certification visit by more than about 3 weeks from the initial estimated due date, use Change Due Date in KWIC to make the change. The new due date cannot be more than 3 months before or after the original. KWIC will calculate a new Eligibility End Date.
2. Certification periods occasionally may be shortened by scheduling recertification appointments up to 60 days before the Eligibility End Date. Scheduling this far in advance should be done with the approval of the caregiver, usually to get appointments for family members together.
3. Once certified, a client remains on the program for the duration of the certification period. Exceptions to this include:
 - a. Termination for program abuse,
 - b. An increase in income or decrease in household number that makes the client income ineligible,
 - c. Request by the client or caregiver,
 - d. Categorical ineligibility, and
 - e. Notice from the State Agency that insufficient funds are available to continue serving certified clients. Termination during a certification period due to insufficient funding would be a unique occurrence for the Kansas WIC Program. All affected clients will receive a minimum of 15 days written notification of termination should circumstances prompt this situation.